



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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No: 11041/218/2007-Admn.

14<sup>th</sup> January 2008

### POLICY MATTERS: TECHNICAL ( 04 /2008)

(Decision taken on note of CM Division dated 11.12.2007)

**Sub: Monitoring of Project Directors working with CM Division and review of progress of O & M activities**

It has been decided to review monthly performance of Project Directors, dealing with O & M works and tolling under Corridor Management Division, at Head Quarters level and quarterly or earlier (as per preference) the review of monthly performance of all PDs will be submitted to Chairman. The various key performance indicators with respect to O & M works / tolling to monitor performance of PDs is enclosed as **Annex – I and Annex - II**. All PDs dealing with O & M works and tolling are requested to submit monthly report by 5<sup>th</sup> of every month as per performance indicators enclosed. Report for O & M work should be addressed and sent to GM (CM) and for toll operations to GM (CO).

(V. K Sharma)  
General Manager (Admn)

To :

PS to Chairman  
All Members/CVO/CGMs  
All GMs/DGMs  
Managers (Admn)/Hindi Officer/ Librarian  
All PIUs/CMUs

**Monitoring Sheet for Project Director PIU/CMU:**

**PROJECT DETAILS**

Name of Project Director:

Section and NH No.	
State	
Manager	
Supervision Consultant	
Maintenance Agency	
Toll Plaza Locations	

Project Director's key performance indicators:

S. No.	Particular
	<b>Maintenance</b>
(i)	Timely submission of Monthly Progress Report
(ii)	Timely evaluation of performance of Consultant
(iii)	Employer's representative monthly meeting
(iv)	Monitoring of Follow up action of monthly meeting
(v)	Compliance of observations of higher office/including follow up action on inspection note
(vi)	Timely submission on due date for submission of next O&M estimate (existing/new)
(vii)	Recovery of mobilization advance and liquidity damages, (if applicable) is recovered as per contract provisions
(viii)	Monitoring of status of removal of unauthorized boards/hoardings/encroachments
(ix)	Monthly monitoring of status of transfer of land to NHAI after acquisition or otherwise
(x)	% checking of IPC during the month
(xi)	Whether technical approval and in principal approval is being or has been sought or not for variation.
(xii)	Timely processing of permission cases (RO/Private Property/Cable etc) [All the cases received during last month disposed or not]
(xiii)	Regular inspection of O&M sections by Project Director and follow up

**PROJECT DETAILS**

Name of Project Director:

Section and NH No.	
State	
Manager	
Supervision Consultant	
Maintenance Agency	
Toll Plaza Locations	
Tolling Agency	

Project Director's key performance indicators:

S. No.	Particular
	<b>Toll Plaza</b>
(i)	Toll Collection reports as per circular no 41. f Annex-A (collection) & Annex-B (traffic count)
(ii)	Monthly Performance reports as per circular no. 47. Outcome of checks conducted through independent agencies engaged at the level of PIU/CMU.
(iii)	Compliance of conditions laid down for plaza management as per circular no. 78. (a) presence of proprietor for eight hrs. (b) Payment to employees through account payee checks (c) % of ESM (d) compliance of statutory obligations like CPF, Service tax, insurance etc.
(iv)	ATR on discrete observations reports for assignment conducted at HQ level.
(v)	ATR on 72 hrs observations reports for assignment conducted at HQ level.
(vi)	Submission of Proposals for extension/engagement of new agency-As per circular no. 88.
(vii)	Submission of Proposal for Toll fee notification as per circular no.23, 42& 60.